

**National Park Service, Lewis and Clark National Historic Trail
2003 Challenge Cost Share Program Application**

This form must be completed and returned in electronic format (web submission at www.nps.gov/lecl/grants.htm) AND ten (10) hard copies mailed to: Lewis and Clark National Historic Trail, 1709 Jackson Street, Omaha, NE 68102. DEADLINE for web submission: JANUARY 15, 2003. There will be no extension of the dead line! For more information and program assistance call 402-514-9311 or 888 237-3252. (In the event an organization can not submit by web, the due date for paper copies, 3.5 disks, or by e-mail is: December 15, 2002 with 10 hard copies.)

1. Project Name:

NPS Areas of Project:

Lewis & Clark National Historic Trail

2. Estimated Start Date:

Expected End Date:

3. Applicant Organization: (Note: NPS funding for this project will be provided only to this organization)

Authorized Official: (Chairman, President, Director or equivalent)

Name: _____

Title/Position: _____

Phone: _____

Signature: _____

Date: _____

4. Amount Requested from NPS: \$

Applicant Share: \$

Other Federal Contributions: \$

Total Cost: \$

5. Person in charge of technical administration of the project or primary point of contact:

Name: _____

Title: _____

Signature: _____

Address: (All correspondence will be sent to this address):

Phone Number: _____

Fax Number: _____

E-mail: _____

Lewis & Clark National Historic Trail



6. IF project is associated with an NPS area other than Lewis & Clark National Historic Trail, please list:

Park Name:

Address:

NPS Contact:

Phone Number:

E-mail:

7. Is there an existing Cooperative Agreement between your organization and Lewis & Clark NHT?

_____ Yes _____ No

8. Will there be a need for NEPA or NHPA Compliance? (Compliance is needed when federal dollars are used on any project involving ground disturbance, construction or other actions that may influence natural or cultural resources.)

_____ Yes _____ No

9. Does this project involve construction of facilities (other than trail work or wayside signs)?

_____ Yes _____ No

10. Has this Project had prior CCS Funding from Lewis and Clark NHT?

_____ Yes _____ No

If yes, how much? _____

What Program Year? _____

11. Project Summary: Briefly summarize the project. Explain how this project preserves the heritage of the Lewis and Clark Expedition and/or associated American Indian Tribes. Explain how the project will provide service to the public. Be clear and concise! (100 words or less.)



12. Project Description: Specify planned objectives, major actions, and measurable results. Who, what, when, where, how. Outline concisely the objectives and tasks needed to complete the project. Provide a timeline with proposed beginning and end dates (when will the project be completed). Identify any NPS activity, such as staff expertise, equipment, supplies, etc. that will be requested. Please limit description to this space or not more than 100 additional words



13. Explain your organization's resources (personnel, financial, and other) and ability to accomplish the project within the given time limit of two years from the time of a CCS award. List the appropriate expertise that will be involved to assure project completion in accordance with National Park Service standards.

14. Is there American Indian involvement in the project? If so, describe that involvement. Submit a statement, letter of support, a resolution of support, or other evidence from the individuals and/or tribes involved with the project.

15. List the tangible, measurable results or product(s) that will be in place at the end of the project. Identify results or products in measurable terms. Examples: new facilities, renovations made, research reports, type of visitor services, cultural or natural resources preserved, educational or interpretive products, recreational service provided. Will the product from the project be use for purposes other than enhancing the public knowledge, understanding and experience of the Lewis and Clark NHT? If yes, explain. (Rest rooms, parking lots, boat ramps and other facilities that are not 100% related to the Lewis and Clark experience will not be considered for funding.)



16. Applicant Assurance: Stipulate your agreement to identify the National Park Service Challenge Cost Share Program in signs, film, or published materials, or other products developed under this funding:



17. Budget Data. Use Project Budget Narrative Worksheet as your source for this information. Column 1 lists the amount of NPS funds to be used for each category. Column 2 lists all non-federal organizational contribution in dollars and/or in kind services. Column 3 lists Federal Partner contributions (other than NPS) to the project (remember - other Federal monies can not be counted as a direct match with NPS dollars).

Budget Categories	1 NPS Share	2 Partners	3 Additional Federal	
a. Personnel				
b. Fringe Benefits				
c. Consultant Fee				
d. Travel				
e. Equipment				
f. Supplies				
g. Indirect				
h. Volunteer				
i. Construction				
j. Other				Grand Total:
k. Total				



18. Budget Overview: For Column One in #17, identify the results to be achieved from each category of funding in the space below. Describe the reason why each category of funding requested is necessary to accomplish the project. For funds requested for personnel, explain what the positions will accomplish. If funds are for consultants, what product will the consultants produce? If funds are for construction, what specific function, and proportion of the project, will the CCS funds be used to produce? Specify the purpose for any travel. List, specify, and define “Other”.



PROJECT BUDGET NARRATIVE WORKSHEET

Using the budget format below, outline the project budget (In electronic versions, expand the fields as necessary - in a paper copy, please add extra sheets when needed.) Each subtotal entered in Item 17, Budget Data must be derived from this information and match the totals in these sections. Each cost item must clearly show how the total charge for that item was determined.

Please note: This budget narrative must include the minimum dollar for dollar required match (e.g., if applying for \$30,000 CCSP funds, the budget must show a minimum of \$30,000 non-Federal match provided by partners). The total dollars and dollar value of "in kind" services supplied by the organization should be listed together in the "Match" column. Federally appropriated funds may not be used for match. All non-Federal matching share must be contributed during the project period, which begins when the cooperative agreement and/or contract is signed by both the National Park Service and the project partner. **No costs accrued prior to that date will be accepted!**

1. Personnel. Provide the titles and function of key project personnel. Please note that CCSP funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.

Title of Position	Wage or Salary	CCSP Funds	Match /Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

2. Fringe Benefits. If more than one rate is used, list each rate and the wage or salary base.

Rate	Salary or Wage Base	CCSP Funds	Match / Cost Share (if any)	Total
% of	\$	\$	\$	\$
% of	\$	\$	\$	\$
Subtotal		\$	\$	\$



3. Consultant Fees. This should include payments for professional and technical consultants participating in the project.

Name and Type of Consultant	# of Days	Daily Rate of Compensation	CCSP Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal			\$	\$	\$

4. Travel and Per Diem. Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

From/To	# of People	# of Travel Days	Subsistence Costs(Lodging and Per Diem)	Transportation Costs(Airfare and Mileage)	CCSP Funds	Match/Cost Share (if any)	Total
					\$	\$	\$
					\$	\$	\$
Subtotal					\$	\$	\$

5. Equipment. List all equipment items in excess of \$5,000. Items worth less than \$5,000 or that have a useful life of less than two years must be listed in the Supplies and Materials category (Category 6, below).

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$



6. Office Supplies and Materials. Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e.; equipment costing less than \$5,000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in the Equipment category (Category 5, above).

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

7. Indirect Costs. This is the rate an Educational Institution will charge to administer the grant funds in this project and being applied for under the auspices of a University or College. Please see next section for volunteer indirect costs.

Rate Label	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

8. Volunteer Hours. Provide position functions and titles of key project volunteer personnel. Please note that CCSP funds may not be used to pay Federal employees, nor may Federal salaries be used as match/cost share. An acceptable rate to determine the value of volunteer hours is the established pay scale for a consultant who would be providing such services.

Title of Position	Wage or Salary	Total Hours	CCSP Funds	Match /Cost Share (if any)	Total
	\$		\$	\$	\$
	\$		\$	\$	\$
Subtotal			\$	\$	\$



9. Construction/Conservation Materials.

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

10. Other (specify).

Item	Cost	CCSP Funds	Match / Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

